

Schary, Claire

From: Poulsom, Susan
Sent: Wednesday, September 11, 2013 3:25 PM
To: Schary, Claire
Subject: RE: Who will attend the October JRA conference at Alderbrook resort.

I'm planning to go. Have my TA done.

From: Schary, Claire
Sent: Wednesday, September 11, 2013 3:24 PM
To: Bott, Dustan; Keenan, Dru; Park, Chae; Poulsom, Susan; Psyk, Christine; Rose, Bob; Stewart, William C.
Subject: Who will attend the October JRA conference at Alderbrook resort.

It's time to decide who should/can come to the Oct. meeting which will be at Alderbrook. The meeting is planned for **Oct. 16-17**, so an overnight stay is needed. I know we have TAs in for me and Bill (and his should include airfare that EPA will pay for), but I'm not sure if Susan & Christine did that. Also Dustan & Chae – can we count on one of you attending? We can use GOV cars and hopefully pay our own lodging (hopefully close to the government rate – I will check), but food is usually beyond our per diem rates and impossible to get through our TA process. Therefore we will have to do the ethics form again for invitational travel for the food part, but don't worry about that just now – all I need from you is your name if you're planning to come and ask that you put it on your calendar too.

-- Claire

Claire Schary
schary.claire@epa.gov / (206) 553-8514

From: Musa Jaman [<mailto:jaman@willamettepartnership.org>]
Sent: Wednesday, September 11, 2013 2:57 PM
To: Schary, Claire
Subject: Regarding planned attendance for the October JRA conference at Alderbrook resort.

Hi Claire,

I just sent out a room reservation request for the October JRA conference and was hoping you could forward it to those in your group that are expected to attend.

Would you mind sending me a list of those you think will be attending so that I can prepare an invitation letter for your controller and make any travel arrangements necessary.

Thanks much,
Musa

Musa Jaman
Exec. Asst./Office Manager

Willamette Partnership
4640 SW Macadam Ave, Ste 50
Portland, OR 97239
O: 503.946.8350
C: 503.999.0202

www.willamettepartnership.org

..... $\overline{(\bullet)}^o / \overline{(\bullet)}^o$